

**Safety Attribute Inspection (SAI) Data Collection Tool**  
**4.2.3 Training of Flight Crewmembers (OP)**

**ELEMENT SUMMARY INFORMATION**

**Purpose of This Element** (Certificate Holder's responsibility):

- To ensure that its flight crewmembers are properly trained.

**Objective** (FAA oversight responsibility):

- To determine if the Certificate Holder's Training of Flight Crewmembers process meets all applicable requirements of the Federal Aviation Regulations and FAA policies.
- To determine if the Certificate Holder's Training of Flight Crewmembers process incorporates the System Safety Attributes.
- To identify any shortfalls in the Certificate Holder's Training of Flight Crewmembers process.

**Specific Instructions:**

- Intentionally left blank

**SUPPLEMENTAL INFORMATION**

**Specific Regulatory Requirement(s) (SRRs):**

- SRRs:
  - 121.135(a)(1)
  - 121.135(b)(1)
  - 121.135(b)(15)
  - 121.135(b)(2)
  - 121.135(b)(3)
  - 121.401(a)
  - 121.401(a)(1)
  - 121.401(a)(3)
  - 121.401(b)
  - 121.401(c)
  - 121.401(d)
  - 121.402(a)
  - 121.402(b)(1)
  - 121.402(b)(2)
  - 121.402(b)(3)
  - 121.402(b)(4)
  - 121.403

121.403(a)  
121.403(b)(1)  
121.403(b)(2)  
121.403(b)(3)  
121.403(b)(4)  
121.403(b)(5)  
121.403(b)(6)  
121.404  
121.405(a)  
121.405(d)  
121.409  
121.415  
121.415(a)  
121.415(a)(1)  
121.415(a)(2)  
121.415(a)(3)  
121.415(b)  
121.415(d)  
121.415(e)  
121.415(g)(1)  
121.415(g)(2)  
121.417  
121.417(a)  
121.417(b)  
121.417(b)(2)  
121.417(b)(3)  
121.417(b)(4)  
121.417(c)  
121.417(c)(1)  
121.417(c)(2)  
121.417(d)  
121.417(e)  
121.418(a)  
121.419(a)  
121.419(a)(1)  
121.419(a)(2)  
121.419(b)(1)  
121.419(b)(2)  
121.420  
121.420(a)  
121.420(a)(1)  
121.420(a)(2)  
121.420(a)(3)  
121.420(a)(4)  
121.420(a)(5)  
121.420(a)(6)  
121.420(a)(7)  
121.420(b)  
121.420(b)(1)  
121.420(b)(2)

121.424  
121.424(a)  
121.424(c)  
121.425  
121.425(a)  
121.425(a)(2)  
121.425(b)  
121.425(c)(1)  
121.425(c)(2)  
121.426  
121.426(a)  
121.426(b)(1)  
121.426(b)(2)  
121.427  
121.427(a)  
121.427(b)  
121.427(b)(1)  
121.427(b)(2)  
121.427(b)(4)  
121.427(c)(1)  
121.427(c)(2)  
121.427(d)  
121.427(d)(1)  
121.427(d)(2)  
121.427(d)(3)  
121.429  
121.429(a)  
121.429(b)  
121.433  
121.433(c)

**Related CFR(s) & FAA Policy/Guidance:**

- Related CFRs:  
121.409
- FAA Policy/Guidance:  
HBAT 94–17, HBAT 95–10, HBAT 95–13, HBAT 96–08, HBAT 98–09, HBAT 98–22,  
HBAT 98–29  
FSAT 95–16A, FSAT 99–08,

**SAI SECTION 1 – PROCEDURES ATTRIBUTE**

**Objective:** Procedures, instructions and information contained in Certificate Holder's manual are documented methods for accomplishing a process. Policies contained in the Certificate Holder's manual should establish the Certificate Holder's compliance posture. Policies may not be stand-alone statements but may be imbedded within procedures, instructions or information regarding a particular regulatory requirement. The questions in this section of the data collection tool are designed to assist the inspector in determining if the Certificate Holder's manual has documented or prescribed methods of accomplishing the process requirements that provide answers to the associated who, what, when, where and how type questions. This section of the data collection tool contains policy questions, procedural questions and instructional or informational questions pertaining to various types of Certificate Holder requirements such as actions, prohibitions or resources (i.e., personnel, facilities, equipment, technical data, etc.).

**Tasks**

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the information listed in the Supplemental Information section of this data collection tool.
- 2 Review the duties and responsibilities for management and other personnel identified by the Certificate Holder who accomplish the Training of Flight Crewmembers process.
- 3 Review the Certificate Holder's manual to ensure that it contains policies, procedures, instructions and information necessary for the Training of Flight Crewmembers process.

**Questions**

To meet this objective, the inspector must answer the following questions:

- 1 Does the Certificate Holder's manual content meet the specific regulatory and FAA policy requirements for a Training of Flight Crewmembers process:
    - 1.1 Does the Certificate Holder's manual contain general policies for the Training of Flight Crewmembers process that comply with the specific regulatory requirements?  
SRRs: 121.135(b)(1); 121.135(b)(15); 121.404; 121.405(a); 121.418(a); 121.433; 121.401(a); 121.415; 121.417; 121.419(a); 121.403; 121.409; 121.420; 121.424; 121.425; 121.426; 121.427; 121.429
 

☐ Yes  
☐ No, Explain
    - 1.2 Does the Certificate Holder's manual cite the regulatory requirements listed in the Supplemental Information section of this SAI?  
SRRs: 121.135(b)(3)
 

☐ Yes  
☐ No, Explain
    - 1.3 Does the Certificate Holder's manual contain the duties and responsibilities for personnel who will accomplish the Training of Flight Crewmembers process?  
SRRs: 121.135(b)(2)
 

☐ Yes  
☐ No, Explain
    - 1.4 Does the Certificate Holder's manual include instructions and information for personnel to meet the requirements of the Training of Flight Crewmembers process?  
SRRs: 121.135(a)(1)
 

☐ Yes  
☐ No, Explain
    - 1.5 Does the Certificate Holder's manual require that each crewmember assigned duties for the carriage and handling of dangerous articles and magnetized materials be trained to perform his/her assigned duties?  
SRRs: 121.401(a)(1)
 

☐ Yes  
☐ No, Explain
- Related Design JTI's:*

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| <p>1. Check that the Certificate Holder's manual system contains instructions and information that establishes and obtains the appropriate initial and final approval of, and provides for, a training program that meets the requirements of this subpart and Appendixes E and F and that insures that each flight crewmember, flight instructor and check airman is adequately trained to perform his assigned duties.<br/> <i>Sources:</i> 121.401(a)(1); 121.135(a)(1)<br/> <i>Interfaces:</i> 4.3.3–op; 3.1.9–op; 5.1.8–aw; 3.1.8–op; 4.2.9–op; 5.1.9–aw; 6.1.2–op; 3.1.7–op; 3.2.3–op; 4.2.8–aw; 3.1.12–op; 3.1.10–op; 4.2.11–op; 4.2.10–op; 3.1.3–op; 5.1.7–op; 3.1.4–op; 4.3.1–op; 5.1.8–op; 3.2.2–op; 5.1.9–op; 4.3.2–op; 4.2.5–op; 3.2.1–op; 4.2.7–op; 4.2.8–op; 5.1.6–op</p> <p>2. Check that the Certificate Holder's manual system contains instructions and information that establishes and obtains the appropriate initial and final approval of, and provides for, a training program that meets the requirements of this subpart and Appendixes E and F and that insures that each person assigned duties for the carriage and handling of dangerous articles and magnetized materials, is adequately trained to perform his assigned duties.<br/> <i>Sources:</i> 121.401(a)(1); 121.135(a)(1)<br/> <i>Interfaces:</i> 3.1.12–op; 4.2.7–op; 3.2.3–op; 3.1.8–op; 4.2.6–op; 3.1.3–op; 4.2.5–op; 5.1.5–op; 3.2.2–op</p> |  |
| <p>1.6 Does the Certificate Holder's manual provide, with respect to each airplane type and, if applicable, the particular variations within that airplane type: appropriate training material, examinations, forms, instructions, and procedures for use in conducting the training and checks required by 14 CFR Part 121?<br/> SRRs: 121.401(a)(3)<br/> <i>Related Design JTI's:</i></p> <p>1. Check that the Certificate Holder's manual system provides and keeps current instructions and information with respect to each airplane type and, if applicable, the particular variations within that airplane type, appropriate training material, examinations, forms, instructions, and procedures for use in conducting the training and checks required by this part.<br/> <i>Sources:</i> 121.401(a)(3); 121.135(a)(1)<br/> <i>Interfaces:</i> 4.2.9–op; 4.2.7–op; 4.2.8–op; 4.2.8–aw</p>  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| <p>1.7 Does the Certificate Holder's manual include procedures to ensure that a flight crewmember receives a required check in the proper time period?<br/> SRRs: 121.401(b)<br/> <i>Related Design JTI's:</i></p> <p>1. Check that the Certificate Holder's manual system contains instructions and information so that whenever a</p>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |

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| <p>crewmember who is required to take recurrent training, a flight check, or a competence check, takes the check or completes the training in the calendar month before or after the calendar month in which that training or check is required, he is considered to have taken or completed it in the calendar month in which it was required.</p> <p><i>Sources:</i> 121.401(b); 121.135(a)(1)</p> <p><i>Interfaces:</i> 4.2.8-aw; 4.2.9-op; 4.2.7-op; 4.2.8-op; 4.3.2-op; 3.1.11-op</p>   |   |
| <p>1.8 Does the Certificate Holder's manual include procedures requiring each instructor, supervisor, or check airman responsible for a particular ground training subject, segment of flight training, course of training, flight check, or competence check under 14 CFR Part 121 to certify as to the proficiency and knowledge of the crewmember, aircraft dispatcher, flight instructor, or check airman concerned upon completion of that training or check?</p> <p>SRRs: 121.401(c)</p> <p><i>Related Design JTI's:</i></p> <ol style="list-style-type: none"> <li>1. Check that the Certificate Holder's manual system contains instructions and information for each person (instructor, supervisor, or check airman) who is responsible for a particular flight check under this part shall certify as to the proficiency and knowledge of the crewmember, flight instructor, or check airman concerned upon completion of that training or check.<br/><i>Sources:</i> 121.401(c); 121.135(a)(1)<br/><i>Interfaces:</i> 4.2.7-op; 4.3.2-op; 4.2.8-op; 4.2.9-op; 3.1.11-op; 4.2.8-aw</li> <li>2. Check that the Certificate Holder's manual system contains instructions and information for each person (instructor, supervisor, or check airman) who is responsible for a particular competence check under this part shall certify as to the proficiency and knowledge of the crewmember flight instructor, or check airman concerned upon completion of that training or check.<br/><i>Sources:</i> 121.401(c); 121.135(a)(1)<br/><i>Interfaces:</i> 4.2.8-aw; 4.2.8-op; 3.1.11-op; 4.3.2-op; 4.2.7-op; 4.2.9-op</li> <li>3. Check that the Certificate Holder's manual system contains instructions and information for each person (instructor, supervisor, or check airman) who is responsible for a particular ground training subject under this part shall certify as to the proficiency and knowledge of the crewmember, flight instructor, or check airman concerned upon completion of that training or check.<br/><i>Sources:</i> 121.401(c); 121.135(a)(1)<br/><i>Interfaces:</i> 4.3.2-op; 4.2.7-op; 4.2.8-op; 4.2.9-op; 4.2.8-aw; 3.1.11-op</li> <li>4. Check that the Certificate Holder's manual system contains instructions and information for each person (instructor, supervisor, or check airman) who is responsible for a particular segment of flight training, under this part shall certify as to the proficiency and knowledge of the crewmember, flight instructor, or check airman</li> </ol> | <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p> |

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| <p>concerned upon completion of that training or check.<br/> <i>Sources:</i> 121.401(c); 121.135(a)(1)<br/> <i>Interfaces:</i> 4.2.8–aw; 3.1.11–op; 4.2.8–op; 4.3.2–op; 4.2.7–op; 4.2.9–op</p> <p>5. Check that the Certificate Holder's manual system contains instructions and information for each person (instructor, supervisor, or check airman) who is responsible for a particular course of training, under this part shall certify as to the proficiency and knowledge of the crewmember, flight instructor, or check airman concerned upon completion of that training or check.<br/> <i>Sources:</i> 121.401(c); 121.135(a)(1)<br/> <i>Interfaces:</i> 3.1.11–op; 4.2.9–op; 4.3.2–op; 4.2.7–op; 4.2.8–op; 4.2.8–aw</p>   |   |
| <p>1.9 Does the Certificate Holder's manual include procedures requiring each instructor, supervisor, or check airman who is responsible for a particular ground training subject, segment of flight training, course of training, flight check, or competence check under 14 CFR Part 121 to make the training certification a part of the crewmember's record?<br/> SRRs: 121.401(c)</p> <p><i>Related Design JTI's:</i></p> <p>1. Check that the Certificate Holder's manual system contains instructions and information for the certification of a particular ground training subject, segment of flight training, course of training, flight check, or competence check under this part shall upon completion of that training or check be made a part of the crewmember's record. When the certification required by this paragraph is made by an entry in a computerized record keeping system, the certifying instructor, supervisor, or check airman must be identified with that entry. However, the signature of the certifying instructor, supervisor, or check airman is not required for computerized entries.<br/> <i>Sources:</i> 121.401(c); 121.135(a)(1)<br/> <i>Interfaces:</i> 4.2.8–aw; 3.1.11–op; 4.2.7–op; 4.3.2–op; 4.2.8–op; 4.2.9–op</p> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| <p>1.10 Does the Certificate Holder's manual include procedures requiring that if training certification is by a computerized record keeping system that the certifying instructor, supervisor, or check airman must be identified with the entry?<br/> SRRs: 121.401(c)</p> <p><i>Related Design JTI's:</i></p> <p>1. Check that the Certificate Holder's manual system contains instructions and information for the certification of a particular ground training subject, segment of flight training, course of training, flight check, or competence check under this part shall upon completion of that training or check be made a part of the crewmember's record. When the certification required by this paragraph is made by an entry in a computerized record keeping system, the certifying instructor, supervisor, or check airman must be identified with that entry. However, the signature of the certifying instructor, supervisor, or check airman is not required for computerized entries.</p>  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |

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| <p>Sources: 121.401(c); 121.135(a)(1)<br/> Interfaces: 4.2.8-aw; 3.1.11-op; 4.2.7-op; 4.3.2-op; 4.2.8-op;<br/> 4.2.9-op</p>   |  |
| <p>1.11 Does the Certificate Holder that uses a flight training center or another Certificate Holder to provide training have procedures in its manual to ensure that:<br/> SRRs: 121.402(a)</p> <p><i>Related Design JTI's:</i></p> <ol style="list-style-type: none"> <li>1. Check that the Certificate Holder's manual system contains instructions and information so that a person who progresses successfully through training and completes the appropriate flight check for a check airman or the Administrator, need not complete the programmed hours of flight training for the particular airplane.<br/> Sources: 121.402(a); 121.135(a)(1)<br/> Interfaces: 4.2.7-op; 4.2.9-op; 4.2.8-op; 4.2.8-aw</li> <li>2. Check that the Certificate Holder's manual has instruction or information that, other than the Certificate Holder, only another Certificate Holder certificated under this part or a flight training center certificated under part 142 of this chapter is eligible under this subpart to provide flight training, testing, and checking under contract or other arrangement to those persons subject to the requirements of this subpart.<br/> Sources: 121.402(a); 121.135(a)(1)<br/> Interfaces: 4.2.7-op; 4.2.8-op; 4.2.9-op; 4.2.8-aw</li> </ol> |  |
| <p>1.11.1 The flight training center is certificated under 14 CFR Part 142?<br/> SRRs: 121.402(b)(1)</p>  | <p><input type="checkbox"/> Yes<br/> <input type="checkbox"/> No, Explain<br/> <input type="checkbox"/> Not Applicable</p> |
| <p>1.11.2 The flight training center has facilities, training equipment, and courseware meeting the requirements of 14 CFR Part 142?<br/> SRRs: 121.402(b)(2)</p>   | <p><input type="checkbox"/> Yes<br/> <input type="checkbox"/> No, Explain<br/> <input type="checkbox"/> Not Applicable</p> |
| <p>1.11.3 The flight training center has curriculums, curriculum segments, and portions of curriculum segments applicable for use in training required in 14 CFR Part 121, Subpart N?<br/> SRRs: 121.402(b)(3)</p>  | <p><input type="checkbox"/> Yes<br/> <input type="checkbox"/> No, Explain<br/> <input type="checkbox"/> Not Applicable</p> |
| <p>1.11.4 The flight training center has sufficient instructors and check airmen qualified to provide training, testing, and checking to persons subject to the requirements of 14 CFR Part 121, Subpart N?<br/> SRRs: 121.402(b)(4)</p>  | <p><input type="checkbox"/> Yes<br/> <input type="checkbox"/> No, Explain<br/> <input type="checkbox"/> Not Applicable</p> |
| <p>1.12 Does the Certificate Holder's manual have a current written training program curriculum for each crewmember for each type of airplane that includes:<br/> SRRs: 121.403(a)</p>  |  |
| <p>1.12.1 A list of ground training subjects, including emergency training?<br/> SRRs: 121.403(b)(1)</p>  | <p><input type="checkbox"/> Yes<br/> <input type="checkbox"/> No, Explain</p>  |
| <p>1.12.2 A list of all training aids?<br/> SRRs: 121.403(b)(2)</p>   | <p><input type="checkbox"/> Yes<br/> <input type="checkbox"/> No, Explain</p>  |
| <p>1.12.3 A detailed description or pictorial display of approved normal, abnormal, and emergency maneuvers, procedures, and functions performed during flight training?</p>  | <p><input type="checkbox"/> Yes<br/> <input type="checkbox"/> No, Explain</p>  |

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| SRRs: 121.403(b)(3)  |  |
| 1.12.4A detailed description or pictorial display of approved normal, abnormal, and emergency maneuvers, procedures, and functions performed during flight checks?<br>SRRs: 121.403(b)(3)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.12.5A list of approved airplane simulators or other training devices that includes approvals for particular maneuvers, procedures, or functions?<br>SRRs: 121.403(b)(4)<br><br><i>Related Design JTI's:</i><br>1. Check that the Certificate Holder has training courses utilizing airplane simulators and other training devices which may be included in the Certificate Holder's approved training program for use as provided in this section.<br><i>Sources:</i> 121.409(a); 121.403(b)(4); 121.135(b)(24)<br><i>Interfaces:</i> 2.1.1-aw; 4.2.9-op; 4.2.8-aw; 4.2.7-op; 4.2.8-op   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.12.6The program hours applied to each phase of training and any statements approved by the Administrator for reduction of programmed hours of training?<br>SRRs: 121.403(b)(5); 121.403(b)(6); 121.405(d)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.13Does the Certificate Holder's manual include a requirement that all flight crewmembers must have completed an approved crew resource management (CRM) course?<br>SRRs: 121.404   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.14Does the Certificate Holder's training program include ground training and flight training as appropriate for:<br>SRRs: 121.415(a)   |  |
| 1.14.1Basic ground training for newly hired crewmembers that includes 40 hours unless reduced?<br>SRRs: 121.401(d); 121.415(a)(1)<br><br><i>Related Design JTI's:</i><br>1. Check that the Certificate Holder's manual system contains instructions and information training subjects that are applicable to more than one airplane, that have been satisfactorily completed in connection with prior training for another airplane, need not be repeated during subsequent training other than recurrent training.<br><i>Sources:</i> 121.401(d); 121.135(a)(1)<br><i>Interfaces:</i> 4.2.7-op; 4.2.9-op; 4.2.8-op; 4.2.8-aw<br><br>2. Check that the Certificate Holder's manual system contains instructions and information so that training subjects that are applicable to a crewmember position that have been satisfactorily completed in connection with prior training for another crewmember position, need not be repeated during subsequent training other than recurrent training.<br><i>Sources:</i> 121.401(d); 121.135(a)(1)<br><i>Interfaces:</i> 4.2.8-op; 4.2.7-op; 4.2.9-op; 4.2.8-aw | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.14.2Initial and transition ground training?<br>SRRs: 121.415(a)(2)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |

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| 1.14.3 Emergency training?<br>SRRs: 121.415(a)(3)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.14.4 Flight training specified in 14 CFR Sections 121.419 through 121.422?<br>SRRs: 121.415(b)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.14.5 Recurrent ground and flight training?<br>SRRs: 121.427(a)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.14.6 Differences training if the Administrator finds a requirement?<br>SRRs: 121.415(d); 121.418(a)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.14.7 Upgrade training for a particular type airplane?<br>SRRs: 121.415(e); 121.424(a); 121.419(a)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.14.8 Each airplane to ensure that each crewmember is trained and qualified for the position and type of operation he/she serves?<br>SRRs: 121.415(g)(1)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.14.9 Each crewmember who qualifies in new equipment, procedures, and techniques, including modifications to airplanes in which he/she serve?<br>SRRs: 121.415(g)(2)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.15 Does the Certificate Holder's manual provide emergency training for each airplane type, model, and configuration for each required crewmember?<br>SRRs: 121.417(a)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.16 Does the Certificate Holder's manual provide emergency training for each kind of operation conducted, as appropriate, for each crewmember and the Certificate Holder?<br>SRRs: 121.417(a)                         | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.17 Does the emergency training program include:<br>SRRs: 121.417(b)  |  |
| 1.17.1 Emergency assignments, procedures, and coordination between crewmembers?<br>SRRs: 121.417(a)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.17.2 Individual instruction in location, function, and operation of emergency equipment?<br>SRRs: 121.417(b)(2)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.17.3 Instruction in handling emergency situations?<br>SRRs: 121.417(b)(3)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.17.4 Review and discussion of previous aircraft accidents and incidents pertaining to actual emergency situations?<br>SRRs: 121.417(b)(4)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.18 Does the Certificate Holder's training program require that each crewmember accomplish emergency training with installed emergency equipment for each type of airplane that he or she serves:<br>SRRs: 121.417(c) |  |
| 1.18.1 One-time emergency drill that must be accomplished during initial training?<br>SRRs: 121.417(d); 121.417(c)(1); 121.417(c)(2)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.18.2 Additional emergency drill requirements to be accomplished during initial training?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |

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| SRRs: 121.417(c)(2)  |   |
| 1.18.3 Training that must be accomplished once each 24 months?<br>SRRs: 121.417(c)(2)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.19 Does the Certificate Holder's manual include a training program for crewmembers who serve in operations above 25,000 feet that includes instruction in:<br>SRRs: 121.417(e) |   |
| 1.19.1 Respiration?<br>SRRs: 121.417(e)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.19.2 Hypoxia?<br>SRRs: 121.417(e)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.19.3 Duration of consciousness without supplemental oxygen at altitude?<br>SRRs: 121.417(e)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.19.4 Gas expansion and bubble formation?<br>SRRs: 121.417(e)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.19.5 Physical phenomena?<br>SRRs: 121.417(e)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.19.6 Incidents of decompression?<br>SRRs: 121.417(e)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.20 Does the Certificate Holder's training program include instruction applicable to crewmembers' assigned duties:<br>SRRs: 121.419(a)  |   |
| 1.20.1 Instruction in required general subjects?<br>SRRs: 121.419(a)(1)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.20.2 Instruction in all required subjects for each airplane type?<br>SRRs: 121.419(a)(2)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.20.3 Training that consists of at least the minimum time for Group I airplanes unless reduced?<br>SRRs: 121.419(b)(1)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.20.4 Training that consists of at least the minimum time for Group II airplanes unless reduced?<br>SRRs: 121.419(b)(2)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.21 Does the Certificate Holder's flight training program include required training for a flight navigator if he or she is a required flight crewmember:<br>SRRs: 121.420(a)    |   |
| 1.21.1 Training in subjects specified in 14 CFR 121.419(a) that are appropriate to the flight navigators' assigned duties and responsibilities?<br>SRRs: 121.419(a); 121.420(a)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.21.2 Training with respect to the particular airplane type on limitations on climb, cruise, and descent speeds?<br>SRRs: 121.420(a)(1)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |

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| 1.21.3 Training, with respect to the particular airplane type, in each item of navigational equipment installed, including appropriate radio, radar, and other electronic equipment?<br>SRRs: 121.420(a)(2)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.21.4 Training with respect to the particular airplane type on airplane performance?<br>SRRs: 121.420(a)(3)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.21.5 Training with respect to the particular airplane type on airspeed, temperature, and pressure indication instruments or systems?<br>SRRs: 121.420(a)(4)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.21.6 Training with respect to the particular airplane type on compass limitations and methods of compensation?<br>SRRs: 121.420(a)(5)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.21.7 Training with respect to the particular airplane type on cruise control charts and data, including fuel consumption rates?<br>SRRs: 121.420(a)(6)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.21.8 Training with respect to the particular airplane type or any other instruction as necessary to ensure his or her competence?<br>SRRs: 121.420(a)(7)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.22 Does the Certificate Holder's initial ground training for flight navigators consist of at least the required programmed hours in subjects specified in 14 CFR 121.420(a) and 121.415(a), unless reduced under 14 CFR Section 121.405:<br>SRRs: 121.420(b)                                      |   |
| 1.22.1 In Group I airplanes?<br>SRRs: 121.420(b)(1)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.22.2 In Group II airplanes?<br>SRRs: 121.420(b)(2)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.23 Does the Certificate Holder's manual for initial, transition, and upgrade training for pilots include flight training and practice in maneuvers and procedures set forth in its approved low-altitude windshear flight training program and in Appendix E to 14 CFR Part 121?<br>SRRs: 121.424 | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.24 Does the Certificate Holder's initial or transition training program for flight engineers, if they are required crewmembers, include training and practice in flight engineer duties and functions:<br>SRRs: 121.425(a)  |   |
| 1.24.1 For initial and transition training program, a flight check with all required items?<br>SRRs: 121.425(a)(2)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.24.2 For initial training program, at least the same number of programmed hours as required for a second in command, unless the hours are reduced under 14 CFR Section 121.405?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |

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| SRRs: 121.425(b); 121.424(c)   | <input type="checkbox"/> Not Applicable   |
| 1.24.3 That utilize an airplane simulator or training device and require successful completion of training and practice in at least the assigned duties, procedures, and functions required by 14 CFR 121.425(a)?<br>SRRs: 121.425(c)(1)                                   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.24.4 That utilize an airplane simulator or training device and require a flight check to a flight engineer level of proficiency in the assigned duties, procedures, and functions?<br>SRRs: 121.425(c)(2)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.25 Does the Certificate Holder's initial and transition flight training program for flight navigators include flight training and a flight check to ensure proficiency in assigned duties:<br>SRRs: 121.426(a)   |   |
| 1.25.1 And require that they be conducted in-flight or in an appropriate training device?<br>SRRs: 121.426(b)(1)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.25.2 And require if in operations under 14 CFR Part 121 that they are performed under the supervision of a qualified flight navigator?<br>SRRs: 121.426(b)(2)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.26 Does the Certificate Holder's recurrent training program include at least the following:<br>SRRs: 121.427(b)  |   |
| 1.26.1 A quiz or other review to determine the proficiency of the crewmembers' knowledge with respect to the airplane and position involved?<br>SRRs: 121.427(b)(1)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.26.2 Instruction as necessary in 14 CFR 121.415(a) ground training (as appropriate)?<br>SRRs: 121.427(b)(2)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.26.3 Instruction in emergency training?<br>SRRs: 121.415(a)(3); 121.427(b)(2); 121.417(b)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.27 Does the Certificate Holder's recurrent training program for flight crewmembers require that initial CRM training be completed before the recurrent CRM training can be conducted in an approved LOFT (Line Oriented Flight Training) session?<br>SRRs: 121.427(b)(4) | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.28 Does the Certificate Holder's recurrent flight training program for pilots and flight engineers consist of at least the minimum required program hours for the applicable group of airplanes?<br>SRRs: 121.427(c)(1)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.29 Does the Certificate Holder's recurrent flight training program for flight navigators consist of at least the minimum required program hours for the applicable group of airplanes?<br>SRRs: 121.427(c)(2)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.30 Does the Certificate Holder's flight training program include the following:<br>SRRs: 121.427(d)  |   |
| 1.30.1 For pilots, flight training in an approved simulator, in maneuvers and procedures that are in the Certificate Holder's approved low altitude  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |

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| windshear flight training program?<br>SRRs: 121.427(d)(1)  |   |
| 1.30.2 For pilots, flight training in an approved simulator in maneuvers and procedures required in Appendix E of this part or a flight training program approved by the Administrator or a proficiency check?<br>SRRs: 121.433(c); 121.427(d)(1)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.30.3 For flight engineers, flight training as provided by 14 CFR 121.425(a) with exceptions?<br>SRRs: 121.425(a); 121.427(d)(2)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.30.4 For flight navigators, enough in-flight training to ensure competency in operating procedures, navigation equipment to be used, and navigation information pertaining to Certificate Holder's routes requiring a flight navigator?<br>SRRs: 121.427(d)(3)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.31 Does the Certificate Holder's flight crewmember training program include training in prohibited drugs in compliance with Appendix I?<br>SRRs: 121.429(a); 121.429(b); 121 App..I  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.32 Does the Certificate Holder's Training of Flight Crewmembers process comply with the related requirements of 14 CFR Section 121.409?<br>Related CFRs: 121.409<br><br><i>Related Design JTI's:</i><br>1. Check that the Certificate Holder's manual contains instructions and information that a course of training in an airplane simulator may be included for use as provided in 121.441 provides at least 4 hours of training at the pilot controls of an airplane simulator as well as a proper briefing before and after the training.<br><i>Sources:</i> 121.409(b)(1); 121.135(a)(1)<br><i>Interfaces:</i> 4.2.9-op; 4.2.8-aw; 4.2.8-op; 4.2.7-op<br>2. Check that the Certificate Holder's manual contains instructions and information that a course of training in an airplane simulator may be included for use as provided in 121.441 provides training in at least the procedures and maneuvers set forth in Appendix F to this part.<br><i>Sources:</i> 121.409(b)(2); 121.135(a)(1)<br><i>Interfaces:</i> 4.2.8-op; 4.2.7-op; 4.2.9-op; 4.2.8-aw<br>3. Check that the Certificate Holder's manual contains instructions and information that a course of training in an airplane simulator may be included for use as provided in 121.441 provides line oriented training utilizing a complete flight crew.<br><i>Sources:</i> 121.409(b)(3)(i); 121.135(a)(1)<br><i>Interfaces:</i> 4.2.9-op; 4.2.7-op; 4.2.8-op; 4.2.8-aw<br>4. Check that the Certificate Holder's manual contains instructions and information that a course of training in an airplane simulator may be included for use as provided in | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |

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| <p>121.441 provides line oriented training that which includes at least the maneuvers and procedures (abnormal and emergency) that may be expected in line operations.<br/> <i>Sources:</i> 121.409(b)(3)(ii); 121.135(a)(1)<br/> <i>Interfaces:</i> 4.2.8–aw; 4.2.8–op; 4.2.7–op; 4.2.9–op</p> <p>5. Check that the Certificate Holder's manual contains instructions and information that a course of training in an airplane simulator may be included for use as provided in 121.441 provides line oriented training that is representative of the flight segment appropriate to the operations being conducted by the Certificate Holder.<br/> <i>Sources:</i> 121.409(b)(3)(iii); 121.135(a)(1)<br/> <i>Interfaces:</i> 4.2.8–op; 4.2.7–op; 4.2.9–op; 4.2.8–aw</p> <p>6. Check that the Certificate Holder's manual contains instructions and information that a course of training in an airplane simulator may be included for use as provided in 121.441 if it is given by an instructor who meets the applicable requirements of 121.412 and the satisfactory completion of the course of training is certified by either the Administrator or a qualified check airman.<br/> <i>Sources:</i> 121.409(b)(4); 121.135(a)(1)<br/> <i>Interfaces:</i> 4.2.9–op; 4.2.8–op; 4.2.8–aw; 4.2.7–op</p> <p>7. Check that the Certificate Holder's manual contains instructions and information that the programmed hours of flight training set forth in this subpart do not apply if the training program for the airplane type includes a course of pilot training in an airplane simulator as provided in 121.424(d).<br/> <i>Sources:</i> 121.409(c)(1); 121.135(a)(1)<br/> <i>Interfaces:</i> 4.2.8–op; 4.2.7–op; 4.2.9–op; 4.2.8–aw</p> <p>8. Check that the Certificate Holder's manual contains instructions and information that the programmed hours of flight training set forth in this subpart do not apply if the training program for the airplane type includes a course of flight engineer training in an airplane simulator or other training device as provided in 121.425(c).<br/> <i>Sources:</i> 121.409(c)(2); 121.135(a)(1)<br/> <i>Interfaces:</i> 4.2.8–aw; 4.2.8–op; 4.2.9–op; 4.2.7–op</p> |  |
| <p>1.33 Does the Certificate Holder's Training of Flight Crewmembers process comply with the requirements of their operations specifications?<br/> SRRs: A.023; B.046; B.051; B.054; C.059; C.060; C.061; C.062; C.063; C.067; C.075; C.078; C.081; A.027 Land and Hold Short Operations; C.076a; C.089c; C.090d</p> <p><i>Related Design JTI's:</i></p> <p>1. Check that the Certificate Holder's training program has information and instructions for operations during ground de-icing conditions.<br/> <i>Sources:</i> A.023; 121.135(a)(1)<br/> <i>Interfaces:</i> 4.2.9–op; 3.1.7–op; 4.2.7–op; 4.2.8–op; 4.2.8–aw</p>  | <p><input type="checkbox"/> Yes<br/> <input type="checkbox"/> No, Explain<br/> <input type="checkbox"/> Not Applicable</p> |

2. Check that the Certificate Holder's training program has information and instructions to conduct Land and Hold Short Operations (LAHSO) at designated airports and specified runway configurations as identified by Air Traffic Services.  
*Sources:* 121.135(a)(1); A.027 Land and Hold Short Operations  
*Interfaces:* 4.2.8–aw; 4.2.9–op; 4.2.8–op; 4.2.7–op
3. Check that the Certificate Holder's training program has information and instructions on conducting Reduced Vertical Separation Minimum (RVSM).  
*Sources:* 121.135(a)(1); B.046  
*Interfaces:* 4.2.9–op; 4.2.8–op; 4.2.7–op; 4.2.8–aw
4. Check that the Certificate Holder's training program has information and instructions on conducting VFR operations.  
*Sources:* 121.135(a)(1)  
*Interfaces:* 4.2.7–op; 4.2.9–op; 4.2.8–op; 4.2.8–aw
5. Check that the Certificate Holder's training program has information and instructions for conducting class II navigation using S–LRNS navigation.  
*Sources:* 121.135(a)(1); B.054(b)(9)  
*Interfaces:* 4.2.8–aw; 4.2.7–op; 4.2.8–op; 4.2.9–op
6. Check that the Certificate Holder's training program has information and instructions for conducting Category II instrument approach and landing operations.  
*Sources:* 121.135(a)(1); C.059f  
*Interfaces:* 4.2.8–aw; 4.2.9–op; 4.2.7–op; 3.1.10–op; 4.2.8–op
7. Check that the Certificate Holder's training program has information and instructions for conducting Category III instrument approach and landing operations.  
*Sources:* 121.135(a)(1); C.060c  
*Interfaces:* 4.2.7–op; 4.2.8–op; 4.2.9–op; 4.2.8–aw; 3.1.10–op
8. Check that the Certificate Holder's training program has a policy prohibiting the conduct of any operations authorized by paragraph C061 , unless the Certificate Holder's approved training program provides training in the equipment and special procedures to be used.  
*Sources:* 121.135(b)(1); C.061b(3)  
*Interfaces:* 4.2.8–aw; 4.2.8–op; 4.2.7–op; 4.2.9–op
9. Check that the Certificate Holder's training program has a policy prohibiting the conduct of any operations authorized by paragraph C062 , unless the Certificate Holder's approved training program provides training in the equipment and special procedures to be used.  
*Sources:* 121.135(b)(1); C.062b(3)  
*Interfaces:* 4.2.8–aw; 4.2.9–op; 4.2.8–op; 4.2.7–op
10. Check that the Certificate Holder's training program has a policy prohibiting the operator from conducting any operations authorized by paragraph C063 , unless the Certificate Holder's approved training program provides training in the equipment and special procedures to be used.  
*Sources:* 121.135(b)(1); C.063b(1)

- Interfaces:* 4.2.8–op; 4.2.7–op; 4.2.9–op; 4.2.8–aw
11. Check that the Certificate Holder's training program has a policy prohibiting the pilot-in-command from conduct conducting operations authorized by paragraph C063 until that pilot has successfully completed the Certificate Holder's approved training program.  
*Sources:* 121.135(b)(1); C.063b(2)  
*Interfaces:* 4.2.8–aw; 4.2.9–op; 4.2.7–op; 4.2.8–op
  12. Check that the Certificate Holder's training program has information and instructions for operations into special airports, including special provisions and limitations and Special Flight Crewmember Training.  
*Sources:* 121.135(a)(1); C.067Table 2  
*Interfaces:* 4.2.7–op; 4.2.8–op; 4.2.9–op; 4.2.8–aw
  13. Check that the Certificate Holder's training program has information and instructions for conducting category I IFR circle to land approach maneuvers.  
*Sources:* 121.135(a)(1); C.075C(2)(b)  
*Interfaces:* 4.2.8–aw; 4.2.7–op; 4.2.8–op; 4.2.9–op
  14. Check that the Certificate Holder's training program has information and instructions for conducting contact approaches.  
*Sources:* 121.135(a)(1); D.076(a)  
*Interfaces:* 4.2.9–op; 4.2.8–op; 4.2.7–op; 4.2.8–aw
  15. Check that the Certificate Holder's training program has information and instructions for using lower than standard take off minimums with the use of a takeoff guidance system.  
*Sources:* 121.135(b)(1); C.078c(1)(g)  
*Interfaces:* 4.2.9–op; 4.2.7–op; 4.2.8–op; 4.2.8–aw
  16. Check that the Certificate Holder's manual has policy prohibiting any operation authorized by paragraph C081(Special Terminal Instrument Procedures) unless the Certificate Holder's approved training program provides training in the equipment and special procedures to be used.  
*Sources:* 121.135(b)(1); C.081b(1)  
*Interfaces:* 4.2.8–op; 4.2.7–op; 4.2.9–op; 4.2.8–aw
  17. Check that the Certificate Holder's manual has policy prohibiting any operation authorized by paragraph C089 (RNP) unless each pilot flight crewmember satisfactorily completes the Certificate Holder's approved training and qualification program in the equipment and special procedures to be used.  
*Sources:* 121.135(b)(1); C.089c  
*Interfaces:* 4.2.7–op; 4.2.8–op; 4.2.9–op; 4.2.8–aw
  18. Check that the Certificate Holder's manual has policy prohibiting any operation authorized by paragraph C090 (Terminal instrument operations) unless each pilot flight crewmember satisfactorily completes the Certificate Holder's approved training and qualification program in the equipment and special procedures to be used.  
*Sources:* 121.135(b)(1); C.090d  
*Interfaces:* 4.2.9–op; 4.2.8–aw; 4.2.7–op; 4.2.8–op
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| <p>Check that the Certificate Holder's manual has policy prohibiting any operation authorized by paragraph C300 (Non-precision approaches using RNP) unless each pilot flight crewmember satisfactorily completes the Certificate Holder's approved training and qualification program in the equipment and special procedures to be used.</p> <p><i>Sources:</i> 121.135(b)(1); C.300c</p> <p><i>Interfaces:</i> 4.2.9-op; 4.2.8-op; 4.2.7-op; 4.2.8-aw</p>  |   |
| <p>1.34 Does the Certificate Holder's Training of Flight Crewmembers process comply with the guidance contained in FAA Flight Standards Handbook Bulletin HBAT 94-17?</p> <p><i>Related Design JTI's:</i></p> <ol style="list-style-type: none"> <li>1. Check that the Certificate Holder's manual has information and instructions to ensure that initial, transition, and recurrent training programs for pilots of heavy category aircraft, heavier large category aircraft, and the Boeing 757 aircraft include discussion of the wake vortex turbulence hazard caused by such aircraft in respect to lighter, following aircraft. Those training programs also should include the wake vortex turbulence containment procedures recommended in this bulletin.</li> </ol> <p><i>Sources:</i> HBAT 94-17; Policy, Paragraph 4 121.135(a)(1)</p> <p><i>Interfaces:</i> 4.2.8-aw; 4.2.8-op; 4.2.7-op; 4.2.9-op</p> | <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p> |
| <p>1.35 Does the Certificate Holder's Training of Flight Crewmembers process comply with the guidance contained in FAA Flight Standards Handbook Bulletin HBAT 95-10?</p> <p><i>Related Design JTI's:</i></p> <ol style="list-style-type: none"> <li>1. Check that the Certificate Holder's manual has information and instructions on any Selected Event Training.</li> </ol> <p><i>Sources:</i> HBAT 95-10 Action, Paragraph 4 121.135(a)(1)</p> <p><i>Interfaces:</i> 4.2.8-aw; 4.2.8-op; 4.2.7-op; 4.2.9-op</p>   | <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p> |
| <p>1.36 Does the Certificate Holder's Training of Flight Crewmembers process comply with the guidance contained in FAA Flight Standards Handbook Bulletin HBAT 95-13?</p> <p><i>Related Design JTI's:</i></p> <ol style="list-style-type: none"> <li>1. Check that the Certificate Holder's manual has information and instructions to identify and document operational procedures or job functions for seat dependent task training.</li> </ol> <p><i>Sources:</i> HBAT 95-13 Policy, Paragraph 4 (A) (3) 121.135(a)(1)</p> <p><i>Interfaces:</i> 4.2.7-op; 4.2.8-op; 4.2.9-op; 4.2.8-aw; 3.1.3-op</p>  | <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p> |
| <p>1.37 Does the Certificate Holder's Training of Flight Crewmembers process comply with the guidance contained in FAA Flight Standards Handbook Bulletin HBAT 96-08?</p> <p><i>Related Design JTI's:</i></p> <ol style="list-style-type: none"> <li>1. Check that the Certificate Holder's manual has information and instructions regarding all weather and low visibility</li> </ol>   | <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p> |

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| airport surface movement.<br><i>Sources:</i> HBAT 96–08 Policy, Paragraph 3 121.135(a)(1)<br><i>Interfaces:</i> 4.2.7–op; 4.2.8–aw; 4.2.9–op; 4.2.8–op;<br>3.1.3–op   |  |
| 1.38 Does the Certificate Holder's Training of Flight Crewmembers process comply with the guidance contained in FAA Flight Standards Handbook Bulletin HBAT 98–09?<br><br><i>Related Design JTI's:</i><br>1. Check that the Certificate Holder's manual has information and instructions to ensure that home study modules meet or exceed standards applicable to existing classroom training modules.<br><i>Sources:</i> HBAT 98–09 Policy, Paragraph 5 121.135(a)(1)<br><i>Interfaces:</i> 4.2.7–op; 4.2.9–op; 4.2.8–op; 4.2.8–aw   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.39 Does the Certificate Holder's Training of Flight Crewmembers process comply with the guidance contained in FAA Flight Standards Handbook Bulletin HBAT 98–22?<br><br><i>Related Design JTI's:</i><br>1. Check that the Certificate Holder's manual has information and instructions to ensure that the concept of stabilized approach configurations are addressed and each pilot's flying and non–flying responsibilities during the approach phase of flight (i.e., standard call outs, instrumentation trend monitoring and transition from instruments to visual landing cues).<br><i>Sources:</i> HBAT 98–22 Action, Paragraph 3 A 121.135(a)(1)<br><i>Interfaces:</i> 4.2.8–aw; 3.1.3–op; 4.2.8–op; 4.2.7–op; 4.2.9–op<br>2. Check that the Certificate Holder's manual has information and instructions to ensure the minimum requirements for the stabilized approach are met and the immediate actions needed to be taken if the stabilized approach conditions are not met (i.e., missed approach or go/around).<br><i>Sources:</i> HBAT 98–22; Action, Paragraph 3; B (1) 121.135(a)(1)<br><i>Interfaces:</i> 4.2.7–op; 4.2.8–op; 4.2.9–op; 4.2.8–aw; 3.1.3–op<br>3. Check that the Certificate Holder's manual has information and instructions on each pilot's flying and non–flying responsibilities during the approach phase of flight (i.e., standard call outs, instrumentation trend monitoring and transition from instruments to visual landing cues).<br><i>Sources:</i> HBAT 98–22 Action, Paragraph 3 B (2) 121.135(a)(1)<br><i>Interfaces:</i> 4.2.8–aw; 3.1.3–op; 4.2.8–op; 4.2.7–op; 4.2.9–op | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.40 Does the Certificate Holder's Training of Flight Crewmembers process comply with the guidance contained in FAA Flight Standards Handbook Bulletin HBAT 98–29?<br><br><i>Related Design JTI's:</i><br>1. Check that the Certificate Holder's training program has information and instructions to ensure that each flight crewmember is proficient in donning the oxygen mask and smoke goggles.  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |

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| <p><i>Sources:</i> HBAT 98–29 Action, Paragraph 4 A(2)<br/>121.135(a)(1)<br/><i>Interfaces:</i> 4.2.8–op; 4.2.7–op; 4.2.9–op; 4.2.8–aw;<br/>3.1.3–op</p> <p>2. Check that the Certificate Holder's training program has information and instructions to ensure that before each flight, each item of PBE at flight crewmember duty stations must be checked by the flight crewmember who will use the equipment.<br/><i>Sources:</i> HBAT 98–29 Action, Paragraph 4 A(3)<br/>121.135(a)(1)<br/><i>Interfaces:</i> 3.1.3–op; 4.2.8–aw; 4.2.9–op; 4.2.8–op;<br/>4.2.7–op</p> <p>3. Check that the Certificate Holder's manual has information and instruction to determine which PBE is universal–fit and which is not. This information must then be made known to the flightcrews.<br/><i>Sources:</i> HBAT 98–29 Action, Paragraph 4 A(4)<br/>121.135(a)(1)<br/><i>Interfaces:</i> 4.2.8–op; 4.2.7–op; 4.2.9–op; 4.2.8–aw;<br/>3.1.3–op</p> <p>4. Check that the Certificate Holder's manual has information and instruction to ensure that each Certificate Holder locates flight crewmember PBE (i.e. smoke goggles and oxygen mask), in a ready position at each flight crewmember duty station in a manner that is immediately available.<br/><i>Sources:</i> HBAT 98–29 Action, Paragraph 4 A(5)<br/>121.135(a)(1)<br/><i>Interfaces:</i> 4.2.9–op; 4.2.8–op; 4.2.7–op; 3.1.3–op;<br/>4.2.8–aw</p> |  |
| <p>1.41 Does the Certificate Holder's Training of Flight Crewmembers process comply with the guidance contained in FAA Flight Standards Handbook Bulletin FSAT 95–16A?</p> <p><i>Related Design JTI's:</i></p> <p>1. Check that the Certificate Holder's manual has a policy to ensure that only flightcrew members who have been trained in accordance with the guidance of this bulletin be permitted to conduct engine–out ferry flights.<br/><i>Sources:</i> FSAT 95–16A 121.135(b)(1)<br/><i>Interfaces:</i> 4.2.8–aw; 3.1.3–op; 4.2.8–op; 4.2.7–op;<br/>4.2.9–op</p>   | <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No, Explain</p> |
| <p>1.42 Does the Certificate Holder's Training of Flight Crewmembers process comply with the guidance contained in FAA Flight Standards Handbook Bulletin FSAT 99–08?</p> <p><i>Related Design JTI's:</i></p> <p>1. Check that the Certificate Holder's manual has a policy to ensure that flightcrew members have been trained in accordance with the guidance of FSAT 99–08 Controlled</p>   | <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No, Explain</p> |

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| Flight Into Terrain (CFIT) training.<br><i>Sources:</i> FSAT 99-08 121.135(b)(1)<br><i>Interfaces:</i> 4.2.8-op; 4.2.7-op; 4.2.9-op; 4.2.8-aw;<br>3.1.3-op |  |
|--|--|

| <b>SAI SECTION 1 – PROCEDURES ATTRIBUTE</b><br><b>–Drop Down Menu</b>  |  |
|--|--|
| 1. No procedures, policy, instructions or information specified.   |  |
| 2. Procedures or instructions and information do not identify (who, what, when, where, how).   |  |
| 3. Procedures, policy or instructions and information do not comply with CFR.  |  |
| 4. Procedures, policy or instructions and information do not comply with FAA policy and guidance.  |  |
| 5. Procedures, policy or instructions and information do not comply with other documentation (e.g., manufacturer's data, Jeppesen's Charts, etc.).                               |  |
| 6. Procedures, policy or instructions and information unclear or incomplete.   |  |
| 7. Documentation quality (e.g., unreadable or illegible).  |  |
| 8. Procedures, policy or instructions and information inconsistent across Certificate Holder manuals (FOM – Flight Operations Manual to GMM – General Maintenance Manual, etc.). |  |
| 9. Procedures, policy or instructions and information inconsistent across media (e.g., paper, microfiche, electronic).   |  |
| 10. Resource requirements incomplete (personnel, facilities, equipment, technical data).   |  |
| 11. Other.   |  |

**SAI SECTION 2 – CONTROLS ATTRIBUTE**

**Objective:** Controls are checks and restraints designed into a process to ensure a desired result. The questions in this section of the data collection tool are designed to assist the inspector in determining if checks and restraints are designed into the process to ensure the desired result is achieved. Controls should be written into the manual system to ensure that the most important manual policies, procedures or instructions and information will be complied with.

Controls may be in the form of "administrative controls" which are secondary or supplemental written procedures. Like written procedures, administrative controls also need to provide answers to the associated who, what, when, where and how type questions. Controls may also be in the form of "engineered controls" such as automated features or mechanical actions or devices (i.e., safety devices, warning devices, etc.).

**Tasks**

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the control questions below.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the controls that it has documented.

**Questions**

To meet this objective, the inspector must answer the following questions:

2. Are the following controls built into the Training of Flight Crewmembers process:
  - 2.1 Is there a control in place to ensure that the training meets regulatory requirements? ☐ Yes  
☐ No, Explain
  - 2.2 Is there a control in place to ensure that training is accomplished in accordance with the Certificate Holder's approved training program? ☐ Yes  
☐ No, Explain
  - 2.3 Is there a control in place to ensure that only approved training simulators and devices are used in the training? ☐ Yes  
☐ No, Explain
  - 2.4 Is there a control in place to ensure that the revision status of training materials is current? ☐ Yes  
☐ No, Explain
  - 2.5 Is there a control in place to ensure that emergency training is adequate and realistic? ☐ Yes  
☐ No, Explain
  - 2.6 Is there a control in place to ensure that training is properly documented? ☐ Yes  
☐ No, Explain
  - 2.7 Is there a control in place to ensure that there is an adequate number of instructors and check airmen? ☐ Yes  
☐ No, Explain
  - 2.8 Is there a control in place to ensure that the training facilities are adequate? ☐ Yes  
☐ No, Explain
  - 2.9 Is there a control in place to ensure that instructors and check airmen are trained and knowledgeable in the Certificate Holder's approved training program? ☐ Yes  
☐ No, Explain
  - 2.10 Is there a control in place to ensure that instructors are following the lesson plan for the appropriate curriculum segment? ☐ Yes  
☐ No, Explain
  - 2.11 Is there a control in place to ensure that the proficiency of flight crewmembers is evaluated through appropriate testing and checking? ☐ Yes  
☐ No, Explain

|   |  |
|---|--|
| 2.12 Does the Certificate Holder have a documented method for assessing the impact of any changes made to the controls in the Training of Flight Crewmembers process? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
|---|--|

| <b>SAI SECTION 2 – CONTROLS ATTRIBUTE<br/>–Drop Down Menu</b>                           |  |
|---|--|
| 1. No controls specified.   |  |
| 2. Documentation for the controls do not identify (who, what, when, where, how).        |  |
| 3. Controls incomplete.   |  |
| 4. Controls could be circumvented.  |  |
| 5. Controls could be unenforceable.   |  |
| 6. Resource requirements incomplete (personnel, facilities, equipment, technical data). |  |
| 7. Other.   |  |

**SAI SECTION 3 – PROCESS MEASUREMENT ATTRIBUTE**

**Objective:** Process measurements are used by the Certificate Holder to measure and assess its processes to identify and correct problems or potential problems and to make improvements to the processes. The questions in this section of the data collection tool are designed to assist the inspector in determining if the Certificate Holder measures or assesses information to identify, analyze and document potential problems with the process. Process measurements are basically a Certificate Holder's internal evaluation or auditing of the most important policies, procedures or instructions and information associated with an element.

To prevent the duplication of work that would otherwise occur, Process Measurements are most commonly addressed through a combination of auditing features contained in both the Certificate Holder's Safety Program/Internal Evaluation Program (for Operations and Cabin Safety related issues) and the auditing function of the Continuous Analysis & Surveillance System (for Airworthiness or Maintenance/Inspection related issues). The Director of Safety and the Quality Assurance Department often work in conjunction to accomplish this function for the Certificate Holder. This approach simply requires amendment of the Safety Program/Internal Evaluation Program audit forms or checklists and the Continuous Analysis & Surveillance System audit forms or checklists to include the specific process measurements for each element.

**Tasks**

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the process measurement questions below.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the process measurements that it has documented.

**Questions**

To meet this objective, the inspector must answer the following questions:

3. Does the Certificate Holder's Training of Flight Crewmembers process include the following process measurements:
 

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| 3.1 Process measurements that would reveal if the training failed to meet regulatory requirements?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 3.2 Process measurements that would reveal if training was not accomplished in accordance with the Certificate Holder's approved training program? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 3.3 Process measurements that would reveal if training simulators and devices used in the training were not approved?                              | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 3.4 Process measurements that would reveal if the revision status of training materials was not current?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 3.5 Process measurements that would reveal if emergency training was adequate and realistic?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 3.6 Process measurements that would reveal if training was not properly documented?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 3.7 Process measurements that would reveal if there was not an adequate number of instructors and check airmen?                                    | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 3.8 Process measurements that would reveal if the training facilities were not adequate?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |

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|--|--|
| 3.9 Process measurements that would reveal if instructors and check airmen were not trained and knowledgeable in the Certificate Holder's approved training program?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 3.10 Process measurements that would reveal if instructors were not following the lesson plan for the appropriate curriculum segment?                                  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 3.11 Process measurements that would reveal if the proficiency of flight crewmembers was not evaluated through appropriate testing and checking?                       | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 3.12 Does the Certificate Holder document its process measurement methods and results?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 3.13 Does the organization that conducts the process measurements have direct access to the person with responsibility for the Training of Flight Crewmembers process? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |

| <b>SAI SECTION 3 – PROCESS MEASUREMENT ATTRIBUTE<br/>–Drop Down Menu</b>                       |  |
|--|--|
| 1. No process measurements specified.  |  |
| 2. Documentation for the process measurements does not identify (who, what, when, where, how). |  |
| 3. Inability to identify negative findings.  |  |
| 4. No provisions for implementing corrective actions.  |  |
| 5. Ineffective follow-up to determine effectiveness of corrective actions.                     |  |
| 6. Resources requirements (personnel, facilities, equipment, technical data).                  |  |
| 7. Other.  |  |

**SAI SECTION 4 – INTERFACES ATTRIBUTE**

**Objective:** Interfaces are used by the Certificate Holder to identify and manage the interactions between processes. The questions in this section of the data collection tool are designed to assist the inspector in determining whether or not interactions between the procedures, policies or instructions and information associated with other independent processes within the Certificate Holder's organization are documented. Written procedures, policies or instructions and information that are interrelated and located in different manuals within the Certificate Holder's manual system need to be consistent and complement each other. For the interfaces to be effectively managed, it is not only important to identify what the interfaces are, but it is imperative to document the specific location of the interfaces within the Certificate Holder's manual system.

**Tasks**

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the interfaces associated with the Training of Flight Crewmembers process that have been identified along with the individual questions in the Procedures Section (1) of this data collection tool.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the interfaces that it has documented.

**Questions**

To meet this objective, the inspector must answer the following questions:

NOTE: ALL EXPLANATIONS IN THE DROP DOWN MENU FOR "NO" ANSWERS MUST INCLUDE THE INDIVIDUAL QUESTION NUMBER FROM THE PROCEDURES SECTION (1) OF THIS DATA COLLECTION TOOL AND THE ELEMENT NUMBER(S) OF THE INTERFACE(S) THAT WERE NOT ADDRESSED.

4. Does the Certificate Holder's manual:

- |   |  |
|---|--|
| 4.1 Properly address the interfaces that are identified along with the individual questions in the Procedures Section (1)?                    | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 4.2 Document a method for assessing the impact of any changes to the associated interfaces within the Training of Flight Crewmembers process? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 4.3 List additional interfaces identified during the accomplishment of this SAI.  |  |

| <b>SAI SECTION 4 – INTERFACES ATTRIBUTE<br/>–Drop Down Menu</b>                           |
|---|
| 1. No interfaces specified.   |
| 2. The following interfaces not identified within the Certificate Holder's manual system: |
| 3. Interfaces listed are inaccurate.  |
| 4. Specific location of interfaces not identified within the manual system.               |
| 5. Other  |

**SAI SECTION 5 – MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE**

**Objective:** The questions in this section of the data collection tool address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified and knowledgeable person who is responsible for the process, is answerable for the quality of the process and has the authority to establish and modify the process. (The person with the authority may or may not be the person with the responsibility.)

**Tasks**

To meet this objective, the inspector must accomplish the following tasks:

- 1 Identify the person who has overall responsibility for the Training of Flight Crewmembers process.
- 2 Identify the person who has overall authority for the Training of Flight Crewmembers process.
- 3 Review the duties and responsibilities of the person(s), documented in the Certificate Holder's manual.
- 4 Review the appropriate organizational chart.

**Questions**

To meet this objective, the inspector must answer the following questions:

5. Are the following aspects of the Management Responsibility and Authority Attributes addressed in the Training of Flight Crewmembers process:
  - 5.1 Does the Certificate Holder's manual clearly identify who is responsible for the quality of the Training of Flight Crewmembers process?
 

☐ Yes  
☐ No, Explain Name/Title:
  - 5.2 Does the Certificate Holder's manual clearly identify who has authority to establish and modify the policies, procedures, instructions and information for the Training of Flight Crewmembers process?
 

☐ Yes  
☐ No, Explain Name/Title:
  - 5.3 Does the Certificate Holder's manual include the duties and responsibilities of those who manage the work required by the Training of Flight Crewmembers process?  
SRRs: 121.135(b)(2)
 

☐ Yes  
☐ No, Explain
  - 5.4 Does the Certificate Holder's manual include instructions and information for those who manage the work required by the Training of Flight Crewmembers process?  
SRRs: 121.135(a)(1)
 

☐ Yes  
☐ No, Explain
  - 5.5 Does the Certificate Holder's manual clearly and completely document the authority for this position?
 

☐ Yes  
☐ No, Explain
  - 5.6 Does the Certificate Holder's manual clearly and completely document their qualification standards for the person having responsibility for the Training of Flight Crewmembers process?
 

☐ Yes  
☐ No, Explain
  - 5.7 Does the Certificate Holder's manual clearly and completely document their qualification standards for the person having authority to establish and modify the Certificate Holder's policies, procedures, instructions and information for the Training of Flight Crewmembers process?
 

☐ Yes  
☐ No, Explain

|   |  |
|---|--|
| 5.8 Does the Certificate Holder's manual clearly and completely document the procedures for delegation of authority for the Training of Flight Crewmembers process? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
|---|--|

| <b>SAI SECTION 5 – MANAGEMENT RESPONSIBILITY &amp; AUTHORITY ATTRIBUTE<br/>–Drop Down Menu</b> |
|--|
| 1. Not documented.   |
| 2. Documentation unclear.  |
| 3. Documentation incomplete.   |
| 4. Other.  |